



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

Administrative Associate

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Posting Number

PN# 110690

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Department

Houston Airport System

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Division

Public Safety & Technology

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Section

IAH-Security

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Reporting Location

2800 North Terminal Road

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Workdays & Hours

Varied, normally M-F*

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Compiles data for use in a variety of reports, surveys, inventories and studies; composes, edits and types correspondence, speeches, reports, minutes and agendas. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information; plans and schedules sectional meetings; may assist in department budget preparation, and track some expenditures; maintains files for assigned managers; performs back-up duties such as: payroll functions. Assists tenants, vendors and contractors with a variety of airport information and other related tasks. Provides technical guidance and assistance to clerical staff. May assign and check work of lower level clerical staff.

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WORKING CONDITIONS

Performing these duties will involve the ability to visually observe and differentiate details; recognize sound, tone, and pitch; attend to details amid distractions; stand or walk for extended periods; ability to lift up to twenty (20) pounds; climb stairs; operate city vehicles; analyze abstract information; make quantitative computations; project and choose a course of action; speak and write clearly and effectively; apply specialized information; deal with people in tense situations; work as a member of a team; get people to cooperate. Must be willing and available to work all shifts, rotation, weekends and holidays. Must be able to obtain and maintain security clearance.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

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MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to applicants with strong computer skills, in Windows XP environment, Excel, Word, and Access.

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SELECTION/SKILLS TEST REQUIRED

Work sample exercise, application review and/or interview.

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13

\$989.00 - \$ 1,154.00 Biweekly \$25,714.00 - \$30,004.00 Annually

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OPENING DATE

MAY 24, 2006

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CLOSING DATE

MAY 31, 2006

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APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submit online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer

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